

VOLUNTEER JOB DESCRIPTIONS

Administrative/Clerical Assistant: Assist clerical support staff with typing, filing, organizing, assembling packets, maintaining forms, shredding, creating charts, and copying.

Qualifications: Able to follow directions and work independently; attention to detail; able to file alphabetically and numerically; organized; works well with staff and public; computer skills desirable

Time Commitment: 1+ days/week; 4-8 hours/day

Location: Various departments - City Hall, Venida or Goodyear Fire Station

Civil Engineering Department: Scan large blueprints/drawing sheets. File electronically in the department computer system and run a hard copy for file.

Qualifications: Able to stand for extended periods of time; able to lift large, drawing sheets to scanner; computer skills desired

Time Commitment: 2+days/week; 2-3 hours/day

Location: Venida

Educational Ambassadors for Fire and Water Resources Departments: Involves a variety of professional duties which include community education, awareness and prevention programs throughout the City of Goodyear. Volunteers will work in the area of public speaking and instruction to promote injury prevention, fire and life safety issues, or water conservation. Training is mandatory and will be provided by either the Fire or Water Resources Departments.

Qualifications: Outgoing public speaker; able to work independently

Time Commitment: 1+ days/week; 2-4 hours/day

Location: Training – Fire/Venida; Water Resources/Water Resource Department

Programs will take place in schools, parks, and developments throughout Goodyear.

Fire Department Audio/Visual: Work with staff to create and produce educational videos for the Fire Department.

Qualifications: Current knowledge of creating and producing videos

Time Commitment: 3 days/week; 2/year, or time commitment deemed necessary by volunteer to complete this project twice a year

Location: Selected Fire Stations in Goodyear

Fire Department/AutoCAD: Assist Fire Department using knowledge of AutoCAD to input emergency, commercial and school pre plans.

Qualifications: Current working knowledge and experience using AutoCAD

Time Commitment: 2+days/week; 2-4 hours/day

Location: Selected Fire Stations in Goodyear

Floater: Volunteer who is flexible and willing to move from different departments and jobs within the City.

Qualifications: General knowledge of various jobs; loves new challenges

Time Commitment: 3 days/week; 4 - 8 hours/day

Location: City Hall, Venida

G.A.I.N. Event: Work with other interested and involved Goodyear leaders committed to their communities by joining the G.A.I.N. (Getting Arizona Involved in Neighborhoods) Committee. Event was designed to heighten crime awareness and drug prevention, generate support and participation in local anti-crime efforts, and strengthen community relations. Representatives are needed from all Goodyear subdivisions to assist in the planning, organizing and implementing the October 20th event.

Qualifications: Community Leader; excellent organizational skills; good attention to detail

Time Commitment: 4-6 hours/day; 1-5 days/month; 6 months/year

Location: City of Goodyear Community Park and Goodyear Community Center

Graffiti Patrol: Work independently or with team members to remove graffiti from Goodyear neighborhoods. Roll out date December 2007.

Qualifications: Able to follow directions and work independently; able to lift 20 lbs; good attention to detail

Time Commitment: 2 days/week; 2-8 hours/day, on-call basis

Location: Various Goodyear locations

Graphics Assistant: Assist Communication Department with brochures, fliers and newsletter layout and production.

Qualifications: Broad knowledge in Adobe Photoshop, Illustrator or InDesign software

Time Commitment: 2 days/week; 4-6 hours/day

Location: City Hall

Human Resources Research Assistant: Research various policies and practices for improvements to existing model.

Qualifications: Background in Human Resources; detail oriented

Time Commitment: 1+ days/week; 4-8 hours/day

Location: City Hall

Make A Difference Projects: Assist Goodyear staff working on day or weekend projects such as gleaned the fields, painting, or clean up of neighborhoods. Roll out date January 2008.

Qualifications: Ability to follow directions; works well with others

Time Commitment: 1 day/month; 6-8 hours/day

Location: Selected locations throughout the City of Goodyear

Public Meetings: Assist the Engineering Department during three publicly held meetings. Responsible for greeting residents, manning the Goodyear information table, handing out meeting materials, and collecting surveys.

Qualifications: Excellent Customer Service skills; able to follow directions and work independently; good attention to detail

Time Commitment: 3 days/year; 2-3 hours/day

Location: Goodyear location TBD

Senior Programs: Volunteers needed to assist with senior activities such as bingo, bunko, craft projects, lunches, demonstrations, trips, and lectures.

Qualifications: Outgoing, people person; enjoys working with adults and having fun

Time Commitment: 2 days/month; 2-8 hours/day

Location: Goodyear Community Center at Loma Linda Park, or other places of interest

Special Events: Volunteers commit to work at one of several City events throughout the year. Some of the positions may include arts & crafts, perimeter watch, and Goodyear information tent.

Qualifications: Outgoing people person; ability to work independently

Time Commitment: 3- 5 hours/6 days/year

Location: Goodyear Community Park, or selected site as determined by event

Victim's Advocate: Responsible for assisting victims in dealing with immediate and long-term impact of victimization. This position works in the Victim Advocacy Program under the direction of the Crisis Services Coordinator in the area of victimization and crisis intervention. The position will be subject to being called-out to assist in providing immediate crisis intervention to victims and witnesses of crime. Mandatory RTAC training will be provided by the Goodyear Police Department. Additional screening required.

Qualifications: Confidentiality is a high priority; excellent people skills; ability to work independently

Time Commitment: 16 hours/month

Location: Goodyear Police Department

Volunteer Coordinator Assistant for Special Events: Assist the City of Goodyear Volunteer Coordinator with organizing volunteers for special events or other activities. May also include preparations and follow up of the event through emails, phone calls and/or letters, and inputting volunteer information into data base.

Qualifications: Good interpersonal and organizational skills; great customer service skills

Time Commitment: 6 events/year; 3 days/month; 4-6 hours/day

Location: City Hall

Webmaster Assistant: Assist Communications Department with writing, editing, maintaining, updating and managing the City's website.

Qualifications: Working knowledge of Word tables; general knowledge of HTML

Time Commitment: 2 days/week; 4-6 hours/day

Location: City Hall

Writer: Assist Communication Department with press releases and feature article development.

Qualifications: Broad knowledge in general professional and technical field

Time Commitment: 2 days/week; 4-6 hours/day

Location: City Hall